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MONTHLY TECHNICAL PROGRESS REPORT

for the period

November 1 – November 30, 2006

**Submitted
to**

**U.S. Environmental Protection Agency
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San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



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**EPA Contract No. EP-R9-06-03
Superfund Records Management Support, Region 9**

**Monthly Report
November 2006**

**TOAM: Elaine Chan
PM: Patrick Gookin**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on November 6.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on November 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on November 3.

The current invoice for Records Center operations, and the site-specific detail attachments were provided to the TOAM on November 13.

The PM and RMS IV/Assistant Manager met with the TOAM and Contracting Officer on November 21 to review the monthly reports and to verify the status of the contract.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,877 documents and edited 4,078 index records in the Superfund Document Management System 2 (SDMS2) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

ALARK HARD CHROME
BROWN & BRYANT INC, ARVIN FACILITY
FRONTIER FERTILIZER
RIALTO COLTON PLUME

The site assessment Librarian IV received 8.9 lft. of new documents, of which .3 lft. were federal facilities documents, and processed 19 new sites.

On November 27 staff met with the TOAM and the EPA Regional Records Officer, Kristen Pratt to discuss the Region 9 file inventory project. As a result of the meeting a Librarian IV will be temporarily assigned to support this six-week project.

On November 27 staff met with RPM Shiann-Jang Chern and EPA Financial Analyst Kate Taylor to discuss documents from the Lorentz Barrel & Drum site file. As a result of the meeting a Librarian IV will be assigned to support the project.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS2 database.

2.2 Document Pick-up, Processing, File Management, and Storage

29.8 lft. of documents were picked up from EPA regional offices. 7 Transfer of Records forms were processed.

6.5 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated November 8.
FRC Storage Report, updated November 8.
On-Site Storage Report, updated November 8.
Contracts On-Site Storage Report, November 7, 15, 22, and 28.

Staff checked 1 lft. of unindexed San Gabriel Valley documents, and 1.1 lft. of unindexed Waste Disposal, Inc documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the file collections on site and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning staff prepared, scanned, and quality assured 2,135 documents (53,834 pages) during November and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS2 system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Three Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OPERATING INDUSTRIES, INC LANDFILL - OVERSIGHT UAO 97-02, OU 00 (SSID DH)

OPERATING INDUSTRIES, INC LANDFILL - PRP OVERSIGHT CD3, OU 03 (SSID 092T)

OPERATING INDUSTRIES, INC LANDFILL - UAO OVERSIGHT T&T, OU 00 (SSID 098F)

Staff retrieved 16 cost packages/financial documents for EPA staff during November.

The Cost Package Documentation Index was updated on November 7, 15, 22, and 28.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 7 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 73 requests for documents, performed 918 database searches in SDMS2, and provided 390 documents for EPA staff and other requesters.

Twenty-three indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on November 2 and November 1, respectively.

Circulation Department staff completed the November quality assurance check of the names of authorized borrowers entered in the Document Circulation Utility location list.

Staff sent out 54 Document Location Notices to EPA staff and contractors.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS2 database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 5 FOIA requests totaling 5.25 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 5,902 non-FOIA-related pages for EPA and other requesters. In addition, staff printed 3,762 pages from SDMS2.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 19 requests for documents on CD-ROMs. 32,080 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The Cyprus Tohono Mine Non-Time-Critical Removal AR was compiled, copied, and sent to repositories on November 30.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Six work-performed compilations were created or updated during November for the following sites:

COOPER DRUM, OU 01 (SSID 091N)
OPERATING INDUSTRIES, INC LANDFILL - OII PRP OVERSIGHT CD3, OU 03 (SSID 0958)
CASMALIA RESOURCES, OU 01 (SSID 3H)
CASMALIA RESOURCES, CASMALIA PHASE II, OU 01 (SSID GY)
CASMALIA RESOURCES, CASMALIA HUNTER, OU 01 (SSID GW)
CASMALIA RESOURCES, CASMALIA STATE, OU 01 (SSID GX)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 8 collections
Electronic files attached to E-mails: 65 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on November 29.
The PM held a Managers/Supervisors meeting on November 15.
The PM held an SDMS Department meeting on November 14.
The PM held a Cost Recovery Department meeting on November 14.
The RMS IV/Assistant Manager held meets with special projects staff on November 2 and 3.
The RMS IV/Circulation Department Supervisor held departmental meets on November 15 and 22.

The PM renewed the annual microfilm reader-printer maintenance agreement with Applied Microfilm Systems, Inc. on November 30.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, Librarian IVs gave SDMS2 training to 3 EPA staff in November. Each staff member was given a copy of the *SDMS2 Manual for EPA Users*.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs on November 14.

An RMS IV assisted 5 EPA staff persons during the month with technical problems relating to SDMS2.

At the request of the TOAM, an RMS IV installed SDMS2 for RPM Karen Jurist on November 21.

An RMS IV coordinated with EPA Telecommunications Specialist, Jeff Tackett to resolve errors in backing up Records Center data. The problems were successfully resolved.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting on November 15.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting in January.

II. DIFFICULTIES ENCOUNTERED

On November 9 all three photocopy machines were removed from the Records Center, as their leases had expired under the previous contract. Approval to lease three new machines was obtained from the Contracting Officer, and the signed lease agreement was delivered to the vendor on November 29. Installation of the machines is expected to take place in the first or second week of December.

III. PERSONNEL ACTION

The RIM IV Computer Support Supervisor interviewed candidates for the open Information Specialist III/Computer Support Specialist position. The successful candidate was Jonathan Scoles, who will begin work on the contract on January 3.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 62 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 16 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,095	23.9	37.5

Inventories

Records Surveyed	Year to Date
26.7 LFT	50.7 FT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	0 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
44	3	0	0	13	0	0	5	65

APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM NOVEMBER 1 THROUGH NOVEMBER 30, WITH SITE SPILL IDENTIFICATION NUMBER (SSID) AND OPERABLE UNIT (OU)

SSID OU SITENAME

16	01	AEROJET GENERAL CORP RANCHO CORDOVA
FL	01	ALAMEDA NAVAL AIR STATION
4Y	01	ALARK HARD CHROME
C6	01	APACHE POWDER
L9	01	ARIZONA AIR NATIONAL GUARD
35	00	ATLAS & COALINGA ASBESTOS JOHNS-MANVILLE
35	02	ATLAS & COALINGA ASBESTOS JOHNS-MANVILLE
34	01	ATLAS ASBESTOS MINES
--	00	BELL GARDENS, BERK OIL & PMC (BROWNFIELDS)
H2	01	BROWN & BRYANT INC ARVIN FACIL
H2	02	BROWN & BRYANT INC ARVIN FACIL
1F	01	BROWN AND BRYANT INC SHAFTER FACIL
32	00	BROWN FIELD HAZARDOUS WASTE SITE
G7	00	BUILDERS HARDWARE FINISHING INC
--	00	CARSON FREEWAY 110/405 MIXED USE PROJECT (BROWNFIELDS)
GW	01	CASMALIA HUNTER
GY	01	CASMALIA PHASE 2
3H	01	CASMALIA RESOURCES
GX	01	CASMALIA STATE
AQ	00	CENTRAL EUREKA MINES
AQ	01	CENTRAL EUREKA MINES
1N	01	COOPER DRUM
JT	00	CYPRUS TOHONO MINE
36	01	DEL AMO FACILITY
36	02	DEL AMO FACILITY
AG	01	DEL MONTE CORP (OAHU PLANTATION)
33	01	DEL NORTE PESTICIDE STORAGE
KP	00	DICO OIL CO
P8	01	EDWARDS AIR FORCE BASE
72	01	FIRESTONE TIRE (SALINAS PLANT)
DG	00	FRESNO DRUM REMOVAL SITE
H7	01	FRESNO SANITARY LDFL
4R	00	FRONTIER FERTILIZER
4R	01	FRONTIER FERTILIZER
63	00	GILA RIVER INDIAN RESERVATION
NZ	00	GRAYBILL METAL POLISHING, INC
X6	00	HALACO ENGINEERING CO
8M	00	HAMILTON AFB
20	01	INDIAN BEND WASH NORTH
G6	01	INDIAN BEND WASH SOUTH
G9	01	INDUSTRIAL WASTE PROCESSING
NB	00	INDUSTRIAL ZINC PLATERS INC
17	01	IRON MOUNTAIN MINE
NX	00	JAQUAYS ASBESTOS CO
F6	01	JASCO CHEMICAL CO
FM	00	KLAU MINE
43	01	KOPPERS CO INC (OROVILLE PLANT)
--	00	LA COUNTY WATTS CHILDCARE CTR (BROWNFIELDS)
GE	00	LEMCO INC
1A	00	LEVIATHAN MINE

SSID OU SITENAME

89	01	LORENTZ BARREL & DRUM CO
LW	00	LOTTA STUFF
Q2	01	LUKE AIR FORCE BASE
--	00	LUST INDIAN COUNTRY PROJECT
41	01	MCCLELLAN AIR FORCE BASE
1E	01	MCCORMICK & BAXTER CREOSOTING CO
M6	01	MEW STUDY AREA
87	01	MICRO STORAGE/INTEL MAGNETICS
J4	01	MODESTO GROUNDWATER CONTAMINATION
GT	00	MONITOR PLATING
BE	01	MOTOROLA INC (52ND STREET PLANT)
BE	02	MOTOROLA INC (52ND STREET PLANT)
BE	03	MOTOROLA INC (52ND STREET PLANT)
BE	04	MOTOROLA INC (52ND STREET PLANT)
--	00	NAVAJO NATION URANIUM MINES (2)
8J	00	NAVAL AIR STATION AGANA
J5	01	NEWMARK GROUNDWATER CONTAMINATION
05	01	NINETEENTH AVENUE LANDFILL
9S	00	OLD PAYSON CLEANERS
BC	01	OMEGA CHEMICAL CORP
BC	00	OMEGA CHEMICAL CORP
58	01	OPERATING INDUSTRIES INC LNDFLL
58	03	OPERATING INDUSTRIES INC LNDFLL
J6	01	PACIFIC COAST PIPE LINES
1S	00	PEARL HARBOR NAVAL COMPLEX
1S	01	PEARL HARBOR NAVAL COMPLEX
9K	01	PEMACO MAYWOOD
ET	00	PG&E MARTIN SERV CTR
19	01	PHOENIX GOODYEAR AIRPORT AREA
R8	01	PHOENIX GOODYEAR AIRPORT UNIDYNAMICS
21	02	PURITY OIL SALES INC
21	01	PURITY OIL SALES INC
JW	00	RIALTO COLTON PLUME
J7	00	RIVERBANK ARMY AMMUNITION DEPOT
J7	01	RIVERBANK ARMY AMMUNITION DEPOT
PE	00	ROMIC EAST PALO ALTO (REMOVAL)
P1	00	SAIPAN CAPACITORS
59	01	SAN FERNANDO VALLEY AREA WIDE
L6	03	SAN FERNANDO VALLEY BURBANK OU
N2	02	SAN FERNANDO VALLEY GLENDALE (GEN) OU
N1	00	SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
N1	02	SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
44	01	SELMA TREATING CO
44	02	SELMA TREATING CO
ES	01	SAN GABRIEL VALLEY ALHAMBRA OU
M5	01	SAN GABRIEL VALLEY BALDWIN PARK OU
7B	8	SAN GABRIEL VALLEY EL MONTE OU
7B	9	SAN GABRIEL VALLEY EL MONTE OU
8V	01	SAN GABRIEL VALLEY PUENTE VALLEY OU
4X	05	SAN GABRIEL VALLEY SOUTH EL MONTE OU
M3	04	SAN GABRIEL VALLEY SUBURBAN WATER SYSTEMS BARTOLO... OU
42	00	SOUTH BAY ASBESTOS AREA
HQ	00	STEELER INC DRYWALL CONSTRUCTION SUPPLY
01	05	STRINGFELLOW AIR FORCE

SSID OU SITENAME

81	01	TH AGRICULTURE & NUTRITION CO
8R	00	TREASURE ISLAND NAVAL STATION
P3	01	TREASURE ISLAND NAVAL STATION HNT PT AN
6Y	01	TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA)
1Z	00	VAN DER HORST CORPORATION OF AMERICA
C1	01	WASTE DISPOSAL INC
NA	00	ZEIBRIGHT MINE